

# HILL HOUSE PASSPORT ACADEMY CHARTER SCHOOL

## BOARD MEETING

April 16, 2019 ~ 3:30 – 5:30 P.M.

### MINUTES

**Board Members Present:** Philip Parr, John Werling, Richard Gutkind, Valerie Thomas-Nije, Carol Wooten, Peggy Harris (by phone) and Olga Welch (by phone).

**Members Excused:**

**Non-Board Members Present:** Solicitor, Jeffrey Jackson, and K12 Administrative Team.

Mr. Philip Parr called the Meeting to order at 3:32 p.m. and welcomed everyone in attendance.

**Approval of the March 19, 2019 Minutes** – One amendment to the Minutes were made to include Sharon Watkins as being “excused”. On Motion by Sharon Watkins the Minutes of the March 19, 2019 Board Meeting were approved with the amendment, seconded by Richard Gutkind with all in favor.

**Principal’s Report** – Mr. Jeffrey Jackson reported on the following:

**Keystone Test Scores:** Literature in Spring of 2017 the mean score was 1449.6 and in the Winter of 2018-2019 it was 1455.8. HHPA almost doubled the number of Proficient students.

In Algebra I – the gain in the Proficient data from the Spring of 2017 to the Winter of 2018 was from 3.1 to 3.5 and in the Advanced category went from 0% to 1.8%.

In Biology – in the past there were no students Proficient and from this Winter 2018 there were 1.9% Proficient.

**School Calendar** – Mr. Jackson indicated he would like to present the school calendar at the next Board meeting. Mr. Jackson indicated that HHPA would start back after Labor Day. He would like to mirror Pittsburgh Public School’s schedule except for 5 days, one being a Jewish Holiday. The Board asked that a footnote be included on the calendar that if a student needed off that day for Religious reasons it would be an excused absence.

**Department of Education Overview of School Improvement** – Mr. Jackson indicated that representatives from the State have been on-site to facilitate the School Improvement Plan.

**Building Tour of Possible New Site:** - Mr. Jackson indicated that staff members did tour the facility and they were all very pleased with the space.

**Article in the Post-Gazette** – Mr. Jackson indicated that he has received positive feedback from the article including from local foundations.

**Graduation Speaker** – The graduation will be held on June 7, 2019 at Soldiers and Sailors Memorial Hall. The Board Meeting will be kept open for further discussion on the speaker.

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**The Education Program Committee Report** – Dr. Wooten reported that they have interviewed the remaining staff. After they have had time to debrief they will present a report to the Executive Committee.

Principal's Evaluation – Mr. Parr and Dr. Wooten reviewed the proposed rubric for the principal's evaluation. Dr. Wooten indicated that there is a second evaluation rubric that will be sent out tomorrow.

**Facility Report** – Mr. Werling indicated that with the time frame and budget the 933 Penn Avenue building is of interest. The building was the former site of Brightwood Academy and is already in move in condition. HHPA would like to occupy floors 2 and 3 with the First Right of Refusal for the Mezzanine. Mr. Werling is seeking approval to send a letter of intent. Mr. McIntire indicated that he has been in contact with the IT department to see what will be required and they will do a tour. Mr. McIntire indicated that K12 can also provide options for leasing computers. A Resolution was made by Philip Parr to sign a letter of intent to enter into lease negotiations for the 2<sup>nd</sup> and 3<sup>rd</sup> floors of 933 Penn Avenue with the option of the mezzanine floor at the cost of approximately \$16.50 per square feet from Cushman and Wakefield, seconded by Sharon Watkins with all in favor.

**Treasurer's Report** – Mr. DePersis indicated that the projected surplus is up by \$41,000 which is now anticipated at \$274,000. The Expenses went up by \$91,000 due to adding a special education teacher and benefits running higher.

2019/2020 Budget – There are two scenarios presented

- Salary increases of 2.5%, an additional special education teacher, annual rent at \$300,000 and utilities of \$10,000 per month. This is with the same enrollment. This would realize a deficit of \$115,000.
- The 2<sup>nd</sup> scenario would be if we added 30 students, hired two regular education and one special education teachers at \$40,000 each. This would realize a projected surplus of \$142,000

Mr. DePersis indicated that we have invoiced districts 2.5 million thus far this year and have received 2 million in payments.

Title payments have been received in the amount of \$118,643 and the quarterly reports have been submitted.

A representative from Huntington Bank attended the Finance Committee meeting to speak about the debit card. HHPA will be looking to replace the debit card with a credit card. This will be brought to the Board in May.

The Treasurer's report was approved as presented on Motion by Valerie Thomas-Nije, seconded by Peggy Harris with all in favor.

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### **Board President's Report:**

1. Charter School Renewal and the School's Name and Location – Since the Hill House Association has announced it is dissolution there is a need to change the name of the school. Philip Parr made a Resolution to change the school's name from Hill House Passport Academy Charter School to Passport Academy Charter School pending the authorizer's approval of the name change and to be effective July 1, 2019, Seconded by Richard Gutkind, with all in favor.
2. The K12 Contract Revisions – Mr. Parr indicated that the Board would like the business employees to become employees of the school.
3. The Board Retreat will be held in June. Mr. Parr will send out potential weekends that are available. Typically, the retreat consists of legal updates and other important issues. This will be discussed further at the May Meeting.

### **New Business:**

Mr. Parr made a Resolution to keep the meeting open until it is reconvened on Tuesday, April 23, 2019 at 3:30 seconded by Sharon Watkins and approved by all.

### **April 23, 2019 – 3:30 p.m.:**

**Attendance:** Philip Parr, Olga Welch, Carol Wooten, Sharon Watkins, John Werling, Valerie Thomas-Nije and Peggy Harris.

1. 933 Penn Avenue Lease - The changing of the school's name and building lease needs to be submitted to Pittsburgh Public Schools by this Friday. Mr. Polack is working on a lease. The lease would go through 2023. The lease would be for the 2<sup>nd</sup> and 3<sup>rd</sup> floors with the First Right of Refusal for the Mezzanine level. Mr. Werling indicated that we currently have a letter of intent which will be sent to the solicitors. The terms are: Rent - \$16.50 per square foot, commencement date of July 1, 2019 and 8-10 parking spaces. Phil Parr made a Resolution to accept the proposed lease agreement with Kaplan pending review by our solicitors. The resolution also included authorizing our solicitors to send a letter to Pittsburgh Public Schools by this Friday with the terms of the lease and proposed name change, the Resolution was seconded by Dr. Olga Welch with all in favor.
2. Principal's Evaluation – Mr. Parr made a Resolution to bring in a retired charter school CEO to coach and perform the principal's evaluation with a cost not to exceed \$5,000 and to accept the 18/19 principal's evaluation as presented by the Education Committee, seconded by Valerie Thomas-Nije with all in favor.
3. Mr. Parr reminded everyone that Ethic forms are due by May 1<sup>st</sup>.

There being no further business the meeting was adjourned on Motion by Philip Parr, seconded by Sharon Watkins with all in favor.

Respectfully Submitted